

Checklist for new cigarette license

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator working on your case

- _____ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise
- _____ **Investigator requirement** – address verification through the database confirming that there is not an existing cigarette license at this address
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*In order to begin processing a liquor application, an **applicant** must submit the following*

- _____ A copy of the Zoning Determination stating that your proposed business may operate at the specified location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500
- _____ Cigarette license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

All of the following information must be submitted by the applicant

Have Need

- _____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- _____ _____ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- _____ _____ A copy of the occupant load certificate stating the occupancy load (**only needed for the following:** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- _____ _____ A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
- _____ _____ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100